OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA NEW DELHI

EXAMINATION WING

No.452/14-Exam/SAS etc Exam/2024 Dated: 20.12.2024

To

All Heads of Department of IA &AD offices (As per standard e-mail list)

Sub: Hindi Language Pack for PC-1 paper of SAS Exam-1 of 2024 - reg.

Madam/Sir,

With reference to the subject cited above, it is intimated that candidates who have opted to write the PC-1 (Language Skills) paper in Hindi medium will have to use **Mangal** font for PC-1 paper of SAS Exam-1 of 2024.

2. During the exam, the **Hindi Traditional-INSCRIPT/Remington Gail** keyboard will be provided to the Hindi medium candidates. Guidelines for installation of language pack is given in <u>Annexure</u>.

3. The officials concerned may be suitably informed.

Yours faithfully,

(Hirak Bagchi) Sr. AO-Consultant (Exam)

<u>Annexure</u>

Version History

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Introduction:

Changing the language on your Windows system can enhance your user experience, especially if you prefer to interact with your device in a language other than English. Hindi, being one of the most widely spoken languages in India and around the world, is supported by Windows. This guide will walk you through the simple steps to change your system language to Hindi, along with modifying the region settings, adding a Hindi keyboard layout, and switching back if needed. Let's dive into the process.

Features:

- Language Customization: Windows allows you to change the display language for the operating system, making all menus, settings, and system prompts appear in your preferred language.
- **Region Settings**: Along with the language, you can also adjust the region settings to match local conventions like date, time, and currency formats.
- **Keyboard Layout**: You can customize your keyboard layout to type in Hindi, providing a more comfortable experience for users who need to type in the language.
- **Easy to Revert**: You can always change back to a different language or region if needed without any permanent changes.

Steps to Change the Language to Hindi:

1. Open Settings:

- Click on the **Start Menu** (Windows icon in the bottom-left corner) or press the **Windows key** on your keyboard.
- Then click on **Settings** (the gear icon) to open the Settings menu.

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2. Navigate to Time & Language:

• In the Settings window, click on **Time & Language**.

		Windows Settings		
	Fi	nd a setting	٩	
System Display, sound, notifications, power	Devices Bluetooth, printers, mouse	Mobile devices Link your Android, iPhone	Wi-Fi, airplane mode, VPN	Personalization Background, lock screen, colors
Apps Uninstall, defaults	Accounts Your accounts, email, sync, work, other people	Time & Language Speech, region, date	Gaming Game Bar, captures, Game Mode	Ease of Access Narrator, magnifier, high contrast
Search Find my files, permissions	Privacy Location, camera, microphone	Update & Security Windows Update, recovery, backup		

3. Select Language:

• In the "Time & Language" section, click on Language in the left sidebar.

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	Preferred languages	Get help
	Apps and websites will appear in the first language in the list that they support.	Give feedback
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4. Add a Language:

• Under the **Preferred languages** section, click on **Add a language**.

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5. Search for Hindi:

• In the search bar, type **Hindi** or हिन्दी.

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	A English (Un	Next Cancel	

• From the list that appears, select Hindi (हिन्दी (and click Next.

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6. Install Language Pack:

- Once Hindi is selected, you will be prompted to install the Language Pack.
- Click **Install**. The installation may take a few minutes, depending on your internet speed.

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Changing the Keyboard Layout:

If you also want to switch your keyboard layout to Hindi, follow these steps:

1. In the Language settings, under the Preferred languages section, click on Hindi.

← Settings		- 0 >
A Home	Language	
Find a setting	> Windows display language	Help from the web
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园 Date & time	Windows features like Settings and File Explorer will appear in this language.	Changing Microsoft Store region Adding an input language
🕸 Region	Preferred languages	
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	Finglish (India) * Language pack available	
	د چ Hindi ^{ر‡}	
	↑ ↓ Options Remove	

2. Click **Options**.

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	+ Add a language A ³ English (United States) A ³ English (India) Language pack available	\$* (3 () 10 %	
	A ² Hindi	<i>R</i> ²	
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← Settings	- 5 ×
ଜ Language options: Hindi	
Language pack	Related settings Add additional speech voices
Language pack installed Regional format	R Get help
Settings	
Keyboards	
+ Add a keyboard	
Hindi Traditional INSCRIPT	

3. Under **Keyboards**, click **Add a keyboard** and select **Hindi** or any other Hindi keyboard layout (e.g., **Hindi Traditional - INSCRIPT**).

← Settings	← Settings
Hindi (India) - Devanagari - INSCRIPT	
Hindi Phonetic Input method editor	Language pack
Hindi Traditional	Language pack installed
INSCRIPT	Regional format
Marathi INSCRIPT	Settings
ात्म नेपाली	Keyboards
+ Add a keyboard	+ Add a keyboard
Hindi Traditional INSCRIPT	Hindi Traditional INSCRIPT
	Hindi (India) - Devanagari - INSCRIPT

Then, click on the Keyboard icon to navigate to "Override for default input method.".

← Settings		- 0 ×			
யி Home	Language				
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Time & Language	Windows display Apps & websites Regional format English (United States) English (United States) English (Australia)	Date, time & regional formatting			
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Windows features like Settings and File Explorer will appear in this		Changing Microsoft Store region			
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	Preferred languages	Get help			
	Apps and websites will appear in the first language in the list that they support.	Give feedback			
	+ Add a language				
	A [₱] English (United States) A [₱] S B D 5				

In Keyboard select language as "Hindi – Hindi Traditional – INSCRIPT in Override for default input method.

Use language list (recommended)				
English (India) - English (India)				
Hindi - Hindi Phonetic				
Hindi - Hindi Traditional				
Switching input methods Let me use a different input method for each app window Use the desktop language bar when it's available				
Language bar options				
Input language hot keys				
Emoji panel				
Don't close the panel automatically after an emoji has been entered				

Example of typing in Hindi using the Hindi keyboard layout:

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	Ln 1, Col 1	100%	Windows (CRLF)	UTF-	8	

ADD Remington (GAIL) Keyboard

1. Install the "Hindi Indic Input 3 64-Bit.msi" file.



2. Click on Run button.



3. Click on Next.



4. Click on Next.



5. Press Alt + Shift and select "Hindi Indic Input 3".



6. Open "Language Settings" then open "Keyboard" and tick on the checkbox "Use the language desktop bar when its available"





Override for default input method

If you want to use an input method that's different than the first one in your language list, choose it here

Use language list (recommended)

Switching input methods

Let me use a different input method for each app window

Use the desktop language bar when it's available

Language bar options

Input language hot keys

Emoji panel

Don't close the panel automatically after an emoji has been entered

7. Set the keyboard to "Hindi Remington (Gail)"



8. Set to Floating mode.



HI Hindi (Ind	dia) II Hindi Indic Input 3	✓ Settings
	Hindi Transliteration	Keyboard 🕨
	 Hindi Remington (GAIL) 	On-the-Fly Help
	Hindi Remington (CBI)	Predictive Input
		🛗 Show Keyboard
		Switch to English Ctrl+Shift+T
		2 Help
		Help

Conclusion:

By following the steps above, your Windows interface will now display in Hindi, and you'll be able to type in Hindi using the customized keyboard layout (Remington {GAIL}). This change enhances your experience, especially if you are more comfortable using Hindi. The steps are simple and reversible, so you can switch to another language or region if you wish. Whether you're a native Hindi speaker or just learning, these language features can make your computing experience more intuitive and personalized.